Defense Travel Management Office

WELCOME

T-225: Trip Changes & Cancellation in DTS

T-225 COURSE OVERVIEW

Topic: Itinerary Changes & Trip Cancellation in DTS

Time: 60 minutes

Target Audience:
Travelers, NDEAs, Routing Officials (including Authorizing Officials)

Pre-Requisites:
T-101: Document Processing – Authorization
T-102: Document Processing – Voucher
OR
Equivalent DTS Experience

TECHNICAL ISSUES?

- **AUDIO GAPS**
- **SLOW SCREEN CHANGES**
- **DISCONNECTS**

✓ *Exit class*
✓ *Close all other software applications*
✓ *Log back into class*
✓ *Check with local IT staff*

If problem persists call the DISA Help Desk:

ATTENDANCE CREDIT

ADOBE® CONNECT™

T-106 TAC & TraX Overvi

SELECT: GUEST

◉ Enter as a Guest

Name: HELEN SMITH/DTMO

ENTER:
- **FULL NAME**
- **SERVICE or AGENCY INITIALS ONLY**
- **KEEP IT SIMPLE**

Enter Room

◯ Enter with your login and password

EXAMPLES:
Lynn Green / USA
John Blue / USAF
Betty Silver / DISA
Dave Brown / USN
Barb Yellow / DFAS
Greg Orange / USMC

IMPORTANT
To be able to enter DCO Connect rooms, your machine must meet the following

For a password reset or locked account problem, please email:
disa.columbus.esd.mbx.dco-account-reset@mail.mil

For all other issues email: disa.columbus.esd.mbx.gig-es-support@mail.mil
IMPORTANT

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:
-The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing,
COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI)
investigations.
-At any time, the USG may inspect and seize data stored on this IS.
-Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be
disclosed or used for any USG-authorized purpose.
-This IS includes security measures (e.g. authentication and access controls) to protect USG interests—not for your personal benefit or
privacy.
-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of
privileged communications, or work product related to personal representation or services by attorneys, psychotherapists, or clergy,
and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

DCO ⚠
DEFENSE CONNECT ONLINE

Help

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COMMUNICATING IN CLASS

Enter questions here
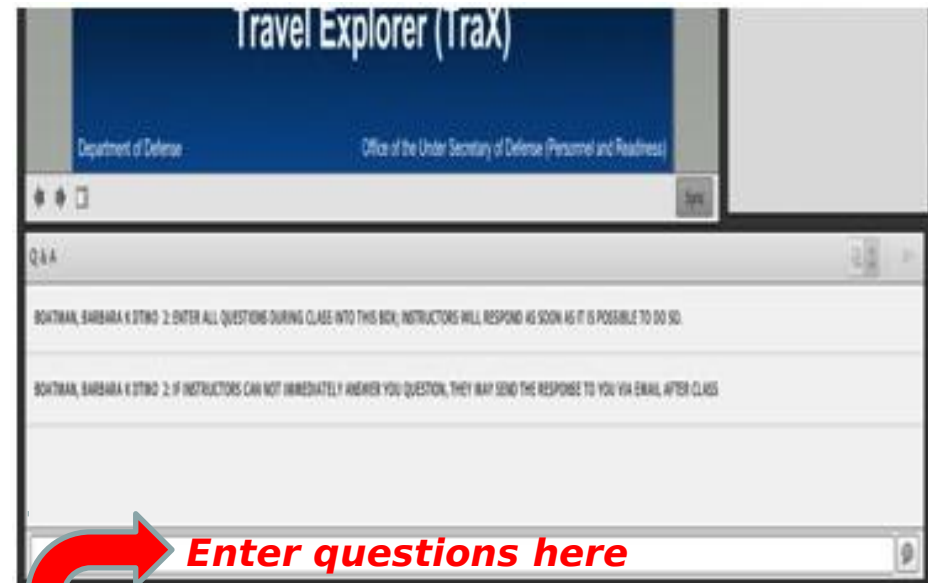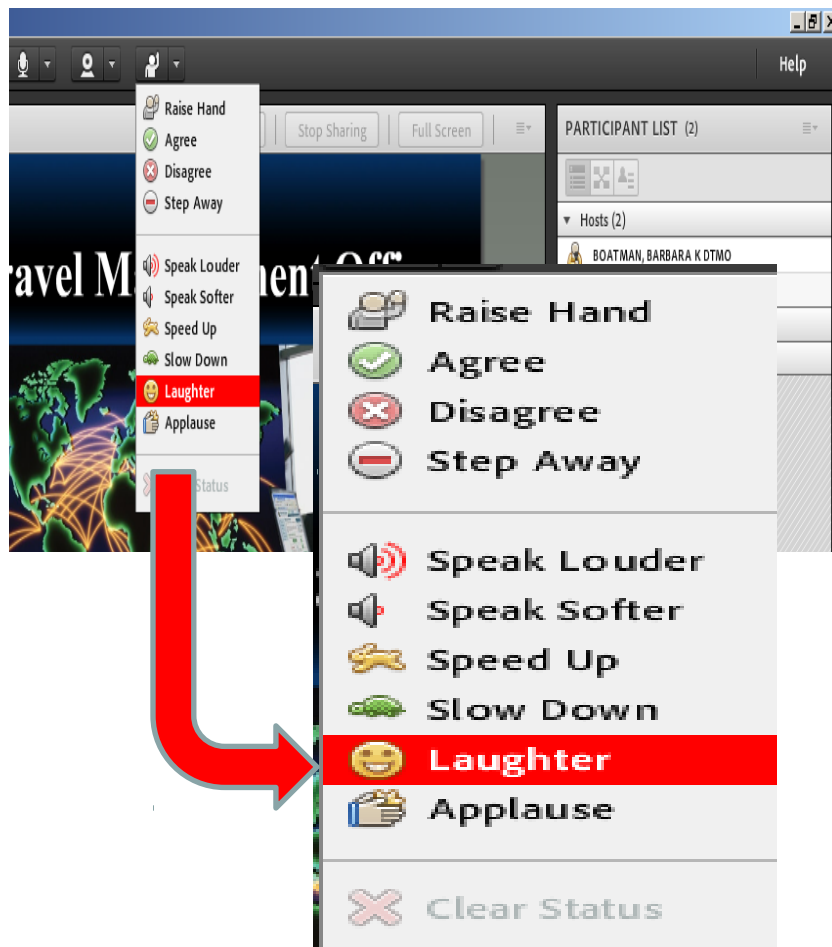
- *Use chat box for all questions*
- *Most answered during class*
- *Some need post class follow up*

TRAINING OBJECTIVES

- Adjusting a travel document
- Amending a travel document
- Auto-cancel functionality
- Cancellation – No Expenses Incurred
- Cancellation – Expenses Incurred (Signed)
- Cancellation – Expenses Incurred (Approved)

ITINERARY CHANGES OVERVIEW

- Using DTS:
  - Ensures policy compliance
  - Routes travel arrangements to CTO
  - Notifies your AO of the changes

- Last minute or en route itinerary changes:
  - Depending on your local policy, contact your CTO directly
  - Update costs/itinerary on your vouc

ADJUSTMENT vs. AMENDMENT

Adjustments = Changes *BEFORE* APPROVED stamp	Amendments = Changes *AFTER* APPROVED stamp

VIEW/EDIT OR AMEND

| Logged In As: | ERIC V WASHINGTON22 | | | Screen ID: 1001.1 | | Close Window | |
| Traveler Name: | ERIC V WASHINGTON22 | Document Type: | Authorization | | | Help for this screen | |

Defense Travel System
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[View Vouchers]   [View Local Vouchers]   [View Group Authorizations]

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

▷ **Create New Authorization/Order**   ▷ **Create Trip Template**

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
EWSEATTLEWA022210_A01	02/22/10	POS ACK RECEIVED	0O0A87	▷ view	▷ print	▷ trip cancel	▷ amend
EWORLANDOORAN021510_A01	02/15/10	CTO BOOKED		▷ view/edit	▷ print	▷ trip cancel	

VIEW-ONLY MODE

View-Only

Click OK to open this travel document. If you uncheck VIEW-ONLY, you will be prompted for signature to go into adjustment for the document.

Open Document VIEW-ONLY: ☑

OK   Cancel

TRIP OVERVIEW DATES

EXTENDING AND SHORTENING A TRIP

Extending TDY

1) Edit Overall Trip End Date

2) Edit Location Departure Date(s)

3) Edit reservations and expenses

Shortening TDY:

1) Edit reservations to fall within new date range

2) Edit Location Departure Date(s)

3) Edit Overall Trip End Date

PER DIEM LOCATION DATES

CANCEL RESERVATIONS

TRIP SUMMARY

CHANGE FLIGHT RESERVATION

CHANGE FLIGHT RESERVATIONS (Cont.)

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Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

RETURN TO LIST

Air | Rail | Rental Car | Lodging | Other Transportation | Summary

Air Travel

Modify Search

Please Note: A **Red Star** (*) indicates a field is required.

* Departure Airport (or city, state):
DCA-Washington, DC (USA) (Nat

* Arrival Airport (or city, state):
MCO-Orlando, FL (USA) (Int'l. Ap

* Arrival or Departure:
Departure

02/15/2010

08:30 AM

Show Alternate Airports: ☐

Search

Air Travel

RESERVATIONS SUMMARY:

Changing rental car and lodging reservations:
1. Visit Rental Car/Lodging sections
2. Select Change link next to original selection
3. Make new reservations
4. Save changes

Updating expenses:
1. Visit Non-Mileage/Expenses sections
2. Delete unnecessary expenses
3. Modify existing expenses with new totals
4. Add any new estimated expenses

Request Assistance in Booking Flights

CHANGE FLIGHT RESERVATION ON VOUCHER

FLIGHT ON VOUCHER (Cont.)

RENTAL CAR ON VOUCHER

VERIFY LODGING AMOUNTS

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Itinerary   Travel   **Expenses**   Accounting   Additional Options   Review/Sign

RETURN TO LIST

Non-Mileage   Mileage   Per Diem Entitlements   Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
02/22/10	SEATTLE,WA	‣ Edit	‣ Reset	159.00	159.00 GOVCC-Individual	53.25 Personal	159 / 71	NONE				
02/23/10	SEATTLE,WA	‣ Edit	‣ Reset	159.00	159.00 GOVCC-Individual	71.00 Personal	159 / 71	NONE				
02/24/10	SEATTLE,WA	‣ Edit	‣ Reset	159.00	159.00 GOVCC-Individual	71.00 Personal	159 / 71	NONE				
02/25/10	SEATTLE,WA	‣ Edit	‣ Reset	159.00	159.00 GOVCC-Individual	71.00 Personal	159 / 71	NONE				
02/26/10	SEATTLE,WA	‣ Edit	‣ Reset	0.00	0.00 GOVCC-Individual	53.25 Personal	159 / 71	NONE				

Reset All   Edit All

REVIEW/SIGN

QUESTIONS?

RESERVATION AUTO-CANCEL

- DTS uses a book-as-you-go process

- Reservations placed in DTS are from same inventory pool as general public

- DTS auto-cancels any reservations from authorizations not SIGNED within 24 hours

AUTOMATIC WARNING MESSAGES

❑ Pop-up warnings

- After initial reservation or changes to reservations

- Traveler exits DTS without applying SIGNED stamp

❑ Reminder emails

- Sent when traveler does not apply the SIGNED stamp to authorization

- Sent to traveler and travel preparer/NDEA if a different person input reservations

❑ Auto-cancel email notification

- Notifies traveler after 24 hours that reservations have been auto-cancelled

ACCESSING THE AUTHORIZATION

CANCEL – NO EXPENSES INCURRED

Logged In As:	ERIC T CARSON		Screen ID: 1001.1	Close Window
Traveler Name: ERIC T CARSON		Document Type: Authorization		Help for this screen

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[View Vouchers]   [View Local Vouchers]   [View Group Authorizations]

Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the function (edit, print, etc.) corresponding to the appropriate authorization/order.

> Create New Authorization/Order   > Create Trip Template

Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove / Trip Cancel	Amend
ECUNK031008	N/A	CREATED		> edit	> print	> remove	
ECSYRACUSENY112308_A01	11/23/08	PAY LINK	0NZMCW	> view	> print	> trip cancel	> amend
ECTOKYOCITYJP110108_A01	11/01/08	CREATED		> edit	> print	> remove	
ECTOKYOCITYJP110108_A02	11/01/08	CREATED		> edit	> print	> remove	
ECALBANYGA101208_A01	10/12/08	PAY LINK	0NZM7G	> view	> print		
ECSANDIEGOCA101208_A01	10/12/08	PAY LINK	0NZMCS	> view	> print	> trip cancel	> amend

TRIP CANCELLATION SCREEN

RESERVATIONS CANCELLED WARNING

Logged In As: ERIC T CARSON
Traveler Name: ERIC T CARSON

Document Name: ECKANSASCITYM100608_A02
Document Type: Authorization

Screen ID: 1001.6

Close Window
Help for this screen

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Trip Cancellation

To cancel this authorization, check the option that applies. If no expenses were incurred, then select the 'No expenses were incurred' option. If expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment, then select the 'Expenses were incurred...' option. Then select the Continue button to proceed.

| ⊙ | No Expenses were incurred |
| ○ | Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment |

Windows Internet Explorer   ✕

⚠ This action is non-reversible. In order to exit this process select the "Return to Document List" button.

OK

Return to Document List   Continue

DOCUMENT HISTORY – ADJUSTED

OTHER AUTHS and PRE-AUDIT

OTHER AUTHS AND PRE-AUDIT REVIEW

DIGITAL SIGNATURE SCREEN

TRIP CANCELLATION
WITH EXPENSES INCURRED

- Traveler must complete a voucher

- Reimbursable expenses:
  - o CTO fees
  - o Conference registration fees
  - o Non-refundable room deposits for lodging or last-minute cancellation fees
    - Acquire a hotel cancellation number from the CTO or from the hotel directly to avoid no-show fees
  - o ATM fees for GTCC ATM advances

- SPPs and advances must be repaid

TRIP CANCELLATION SCREEN

Logged In As: ERIC T CARSON | Document Name: ECSANDIEGOCA101208_A01 | Screen ID: 1001.6 | Close Window
Traveler Name: ERIC T CARSON | Document

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Trip Cancellation

To cancel this authorization, check the option that
expenses were incurred to the traveler and/or gove
select the 'Expenses were incurred...' option. Then s

1. SPP submitted for payment
2. SPP paid out
3. CTO TICKETED stamp detected
4. CTO fee charged
5. CBA ticketed on/within ticketing date (3 business days prior to TDY)
6. CBA ticket status of MATCHED

○ No Expenses were incurred

○ Expenses were incurred to the traveler and/or government, or the traveler received a non-ATM advance or scheduled partial payment

[Return to Document List] [Continue]

AUTHORIZATION NOT APPROVED POP-UP

RESERVATIONS CANCELLED WARNING

VOUCHER – NON-MILEAGE EXPENSES

VOUCHER - EDIT EXPENSES

Logged In As: ERIC T CARSON
Traveler Name: ERIC T CARSON

Document Name: ECSANDIEGOCA101208_V01
Document Type: Voucher

Screen ID: 1036.1

Close Window
Help for this screen

Defense Travel System
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Itinerary   Travel   **Expenses**   Accounting   Additional Options   Review/Sign

RETURN TO LIST   Non-Mileage   Mileage   Per Diem Entitlements   Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.

Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

→ı create an expense item from a government charge card transaction

Leave: 12-Oct-08   Return: 18-Oct-08   **Edit Expense**

* Expense Type: [Registration Fees ▼]

- OR - [Registration Fees]

* Cost: $ [150.00]

* Date: [10/18/2008] [📅▼]
(mm/dd/yyyy)

* Method of Reimbursement: [GOVCC-Individual ▼]

→ı view expense details / currency calculator

[Save Expense]

Expenses Summary

Expense Type	Date	Cost	E/R
Gasoline-Rental/Govt. Car	10/18/08	$0.00	Edit Remove
Hotel Sales Tax	10/18/08	$0.00	Edit Remove
Parking - Terminal	10/18/08	$0.00	Edit Remove
Laundry	10/18/08	$0.00	Edit Remove
Registration Fees	10/18/08	$0.00	Edit Remove

Total Expenses: $0.00

Proceed to the following page: [Expense - Mileage ▼]   [Continue]

ZERO OUT PER DIEM ENTITLEMENTS

Logged In As: ERIC T WASHINGTON-A	Document Name: EWHONOLULUHI122711_V01	Screen ID: 1022.1 Close Window
Traveler Name: ERIC T WASHINGTON-A	Document Type: Voucher	Help for this screen

Defense Travel System
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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

RETURN TO LIST

Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

GSA State Tax Exemption Listing

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
12/27/11	HONOLULU,HI	‣ Edit	‣ Reset	$0.00	$0.00 GOVCC-Individual	$0.00 Personal	0 / 0	NONE				
12/28/11	HONOLULU,HI	‣ Edit	‣ Reset	$0.00	$0.00 GOVCC-Individual	$0.00 Personal	0 / 0	NONE				
12/29/11	HONOLULU,HI	‣ Edit	‣ Reset	$0.00	$0.00 GOVCC-Individual	$0.00 Personal	0 / 0	NONE				

Reset All   Edit All

Proceed to the following page: Accounting Codes   Continue

CALCULATED TRIP COST/BALANCE DUE US

Accounting Summary

Actual/Estimate			Allowed		
Accounting Code:	09 TRAVEL	Edit	Accounting Code:	09 TRAVEL	Edit SDN: 0NZMC5
COM. CARR.-I:	$0.00		COM. CARR.-I:	$0.00	
LODGING:	$0.00		LODGING:	$0.00	
M&IE:	$0.00		M&IE:	$0.00	
OTHER:	$150.00		OTHER:	$150.00	
RENTAL CAR:	$0.00		RENTAL CAR:	$0.00	
TRANSPORT:	$0.00		TRANSPORT:	$0.00	
09 TRAVEL Sub Total:	$150.00		09 TRAVEL Sub Total:	$150.00	
Calculated Trip Cost:	$150.00		Calculated Trip Cost:	$150.00	

Disbursing Summary

Total Prior Payments:	$0.00
Balance Due US:	$0.00

Net Distribution

Personal(S):	$0.00
Individual GOVCC(S):	$150.00
Total(S):	$150.00

Document Totals

Actual/Estimate		Baseline Trip	View Worksheet
COM. CARR.-I:	$0.00	COM. CARR.-I:	$0.00
LODGING:	$0.00	LODGING:	$0.00
M&IE:	$0.00	M&IE:	$0.00
OTHER:	$150.00	OTHER:	$150.00
RENTAL CAR:	$0.00	RENTAL CAR:	$0.00
TRANSPORT:	$0.00	TRANSPORT:	$0.00
Calculated Trip Cost:	$150.00	Calculated Trip Cost:	$150.00

Advances and Scheduled Partial Payments Summary

No Advances Requested.

Trip Length does not allow Scheduled Partial Payments.

Save And Proceed To Other Auths

COMMENTS TO THE AO

FINAL STEPS IN TRIP CANCELLATION

- Traveler signs voucher
- Voucher routes through routing list
- AO reviews document
  - If corrections/explanation required, AO should return voucher to traveler
- AO stamps voucher APPROVED
- Traveler receives reimbursement

KEY POINT SUMMARY

- Unless en route, make itinerary changes in DTS
- Adjustments vs. Amendments
  - Adjustments = before APPROVED
  - Amendments = after APPROVED
- Authorizations not SIGNED within 24 hours are auto-cancelled
- Cancelled authorizations with no expenses incurred must be SIGNED and receive the CANCELLED stamp from AO
- Common expenses incurred for cancelled trips include:
  - CTO fees
  - SPPs & advances (must be repaid by traveler)
- Travelers must complete a voucher for cancelled trips with expenses incurred

CLASS CLOSING LOBBY

Lobby set-up:
o   Instructor audio turned off
o   Questions answered for 15 minutes
o   Lobby stays open 60 minutes

Please help us evaluate:
o   Complete evaluation
o   Provide feedback

Use the lobby resources:
o   Download class slides
o   Use links to DTMO website & TraX

THANK YOU FOR ATTENDING

DISTANCE LEARNING

**For a three month schedule of
DTMO distance learning classes
Go to the
DTMO Website > Training Resources Center**